

Partner Sharing Group
Face to Face Meeting
September 26, 2014
2:30pm

Helena, MT

ATTENDANCE:

BCL – Mary Kay
Bitterroot Public Library – Hamilton-
Darby Community Library – Darby-Wendy
Drummond School-Community Library - Jodi
Fallon County Library-Diana
Glendive Public Library -
Hearst Free Library – Anaconda: Mitch
Imagine If Library & Branches-Patty, Kim
Lincoln County Libraries-
Miles Community College Library-
Miles City Public Library- Sonya
Mineral County Public Library- Guna attended online
Missoula Public Library & Branches-Honore, Elizabeth
North Valley Public Library – Stevensville-
North Lake County Library District-Marilyn
Plains District Library-Carrie
Prairie County Library -
Rosebud County Library & Branch- Heather
Stillwater County Library - Della
Whitefish Community Library-Joey, Sally
MSL - Ken, Amy, Cara

Guest: Laurel Public Library – Nancy

Approval of May 1, 2014 meeting minutes: Sonja made a motion to accept. It was seconded by Della and approved.

Courier RFP and potential contract:

Cara explained that Critelli had responded by the September 4 deadline and a scoring committee will review the application. We have missed the October deadline for the \$5,000 LSTA monies for FY14 so all of the funds will come from LSTA FY15 for \$15,000. The cost formula; not including the ILL surcharge will be based on \$23/stop equaling 1/3 LSTA monies. They will propose adding libraries that had participated in the past; back for one year. Costs had previously been \$25/stop up to 5 crates.

MPL Book Chat Kits:

Elizabeth explained the new system for Missoula Public Library's Book Chat Kits through a service called Kit Keeper. This new system allows patrons to make reservations on DVDs. Instructions will be included with each kit to integrate Kit Keeper with WORK FLOWS. Items will be sent in crates with the INTRANSIT items but they are listed as GrabNGo (non-holdable). Discussion folders will include tips for managing the kits. For example, check out the entire kit to 1 individual or use the patron form to keep track so the books don't "trickle in". There will be a form to manage damage. Please use the inspection sheet for

accountability and note any damage that you find. There are strict timelines for returns which includes a 5 day turnaround for checkin/transit. Lost items will be replaced within 5 days. Please use the Patron Agreement Form.

MPL has transit procedures for some multi-set TV Shows.

According to Media Bank capabilities, more than one disc may not be in the black case so MPL is providing nifty Ziplocks. Please scan the "Master Disc" – it will be the #1 disc. In a set of 3, for instance, the 1/3 disc will have the barcode. The set will need to be turned in together. Elizabeth explained the process and brought an example of a set in its Ziplock to demonstrate its high tech capabilities! (and assured all libraries that patrons are certain to use the ziplock cases and return the sets in tact!)

Street Date/On SALE dates

A patron should not have access to an item before the date. (publishing companies are especially sensitive to this). When a brief record made for purchases IN PROCESS – and the copies come in, please change the record.

Setting Partner library materials to LOST and notification thereof:

Carrie explained for items (Lost, Lost Assumed, Lost claim, Lost Paid, etc.) have not been correct in her reports. Amy will look into the problem to see if it is just an individual issue.

Reports run in the Background. Report Solution will notify a library if an item was reported lost at another library. Individual Assumed Lost Rules give a WARNING!!!! (with lots of exclamation points) and allows a checkout; while Long Overdue breaks the checkout link and won't allow checkout.

Pilot Project: West Shore Community Library/ Lakeside

Kim announced that they have a new branch location which will be using the transit code of FCL-WF for Drop off and Pick-up on Tuesdays and Fridays. Lakeside patrons will use their Imagine IF library cards.

Recommended changes for Item Categories:

Amy asked members to review their Item Categories reports by the end of October for the November meeting.

Laurel Joining Partners:

Nancy attended as a guest to begin the process for becoming a Partner. Della offered to be her mentor library. By the next meeting, she will begin to prepare to join by the next meeting.

Partners Membership Preparation Plan

Amy discussed removing the Managing Matrix from the Membership Preparation Plan because it is unnecessary. The Matrix is listed on spreadsheets on the Partners Page and any changes are made by the MSC Staff not individual libraries. It will be put on the November agenda for a vote.

Rosebud's library will be closed for ten days for new flooring! (October 10 – October 20)
They will take care of BCL Holds still.

Imagine IF libraries will be closed Friday, October 17th for staff meetings.

Next meeting: November 18th at noon. (Teleconference)

The meeting adjourned at 3:30